Table of Contents

STARTING POWERPOINT 97 AS A BEGINNER 5
- What you will learn from this lesson 5
- What you should do before you start this lesson 5
- Exploring the lesson 5
- Exploring the PowerPoint 97 dialog box 5
- Using Office Assistant 6
  - Working with Office Assistant options 7
  - Working with Office Assistant questions 7
  - Selecting a different image 7
- Creating a new presentation 7
  - Viewing Presentations 8
- Designing the first slide 8
- Using the AutoContent Wizard 10
- Creating and editing slides 12
- Creating and viewing slides in different formats 12
- Saving your work 13
  - Saving for the first time 13
  - Saving to a different location 14
  - Saving your document as another file type 14
  - Saving to other PowerPoint file types 14
  - Saving to other Presentation programs 14
- Printing your presentation 15
  - Printing presentation slides 15
  - Printing other output 15
- Quitting PowerPoint 97 15
  - Quitting PowerPoint 97 with the Standard toolbar 15
- How you can use what you learned 16
- Extensions 16
- Using a template to create a flyer 17
- Summarizing what you learned 18

ORGANIZING A PRESENTATION WITH POWERPOINT 97 19
- What you will learn from this lesson 19
- What you should do before you start this lesson 19
- Exploring the lesson 20
- Creating a presentation 20
- Developing a presentation outline 20

Adding to your outline 21
Using the spelling checker to proof a presentation 22
Using Style Checker to proof the format 23
Changing a presentation to fit your outline 24
Modifying your outline 24
Modifying slide content 24
Modifying slide layouts 25
How you can use what you learned 26
Extensions 26
Summarizing what you learned 26

DEVELOPING A PRESENTATION STYLE WITH POWERPOINT 97 29
What you will learn from this lesson 29
What you should do before you start this lesson 29
Exploring the lesson 29
Selecting a presentation style 29
Changing the presentation style 29
Customizing the background 30
Selecting colors and fonts 30
Replacing fonts in a presentation 31
Creating headers and footers in your presentation 32
Customizing your slides using the slide master 33
How you can use what you learned 33
Extensions 34
Creating your own presentation style 34
Summarizing what you learned 36

USING CHARTS AND TABLES WITH POWERPOINT 97 39
What you will learn from this lesson 39
What you should do before you start this lesson 39
Exploring the lesson 39
Creating slide layouts for tables and charts 39
Creating an organization chart 39
Sizing your presentation 42
Using a table to display information 43
Adding a title to the chart 45
Modifying the column size 45
Selecting an AutoFormat 46
Creating a pie chart 46
Creating a new chart for a presentation 47
How you can use what you learned 51
Extensions 51
Summarizing what you learned 51

ADDING PIZZAZZ WITH POWERPOINT 97 51
What you will learn from this lesson 51
What you should do before you start this lesson 51
Exploring the lessons 51
Using AutoShapes to add standard objects 51
Using WordArt to add creative text 55
Animating slides to add impact 56
Placing video clips into your presentation 57
Using sounds to enhance your presentation 58
Reviewing your slide show 59
Using slide transitions with sound and visual effects 60
Highlighting parts of the slide show 60
How you can use what you learned 61

Extensions 61
Recording sounds as part of your presentation 61
Summarizing what you learned 62

PUTTING IT ALL TOGETHER WITH POWERPOINT 97 62

What you will learn from this lesson 62
What you should do before you start this lesson 62
Using Word 97 to create an outline to import 62
Importing a Word 97 outline into PowerPoint 97 64
Using Excel 97 to create a chart 65
Importing an Excel 97 chart into PowerPoint 97 66
Modifying an Excel 97 chart in PowerPoint 97 67
How you can use what you learned 68
Extensions 68
Summarizing what you learned 68